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2007

## Village District of Eastman

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# ANNUAL REPORT



ANNUAL MEETING

7 PM – MARCH 19, 2008

GRANTHAM TOWN HALL





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## **COMMISSIONER'S REPORT**

### ***A year of ACCOMPLISHMENTS***

2007 was a year of accomplishment for the Village District of Eastman. The district completed the well development and water treatment plant construction associated with the Well Field Improvement Project (WFIP); it reestablished maintenance routines and services that were interrupted during that project and it consolidated its team of employee's which allowed it to carry out initiatives that better serve the district.

The WFIP began in the fall of 2004 with the failure of Source #2, one of the district's three water sources. A second well, Source #4, failed in 2005. The project conducted extensive well exploration and development before replacing these sources this year with the Bedrock Well (Source #5) and the Gravel Packed Well (Source #6). The project also updated the Water Treatment Plant electrical generation & power distribution systems, replaced the water chemistry laboratory and rebuilt the Source #1 Pump House. Finally, the project installed an automated System Control and Data Acquisition (SCADA) system to improve reliability and operation of the water system. The final pump testing and water quality analysis required for state permitting was successfully completed this winter and the district is awaiting the Department of Environmental Services (DES) approval of its application. The project will be completed at a cost of about \$2,600,000; \$200,000 less than authorized.

District employees cleaned and renovated Source #1 (the Dug Well Field), the first since its restoration to service in 1998. The damaged berm that protected Source #1 was rebuilt and a well field security gate installed. The Anderson Pond Booster Station was rebuilt after the spring snow storm destroyed it. The Water Treatment Plant filtration system media was replaced; it had shown deterioration resulting from design errors in the system. Finally, annual flushing of the water distribution system was reinstated this past fall. These labor intensive efforts were undertaken to improve water quality and reduce the discoloring metal oxides in the piping system that had built up during the three year period the district was constrained by reduced water capacity. The district also made significant progress in reducing water loss. The district's total water withdrawal from the aquifer was about 50 million gallons in 2007, the lowest amount in this decade, while meeting the expanding water demand of the community. Unaccounted losses are now less than fifteen per cent: an acceptable American Water Works Association standard. These efforts have increased efficiency and reduced operating costs.

Most significant to the success of the district in 2007 was the establishment of a stable and effective team of employees. Jim Donison, an experienced manager in water treatment, became the Village District Manager in January 2007, filling the position which had been vacated in the fall of 2006. He serves the district on a part time basis but has the responsibility for all the district's operations. Patricia Conroy now serves as the Office Manager and Neil Perez is the Water System Supervisor; acknowledging

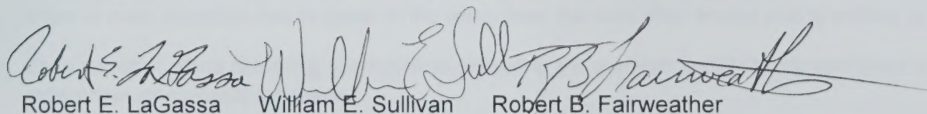
their increased responsibilities with a part time manager. Finally, Joshua Worthen was hired in May 2007 as a Water System Operator to fill a vacancy that existed since 2005. With a second field employee, the district had sufficient resources to address deferred initiatives this year.

The district made the second update to its Capital Improvement Program (CIP) since initiating strategic planning in 2005. The significant change to the 2008 CIP is the deletion of the planned Anderson Pond Booster Station & Storage Tank project. The district's engineer advised that existing water storage capacity will meet future projected needs and the state DES concurred in that evaluation. That cancellation will allow the district to redirect existing reserve funds to other projects and save significant long term capital expenditures. The district intends to update the existing Anderson Pond Booster Station and install a Valve Reducing Station near the West Cove tennis courts to meet other requirements of the canceled project. Additionally, the district intends to develop a Master Plan using professional engineering services. The Master Plan will guide the development of future CIP updates, rather than relying on in-house planning and estimating. A CIP Project is included in the 2008 CIP with recommended funding of \$10,000 in 2008 for this purpose. The Commissioners recommend a constrained CIP investment of \$185,500 in 2008, of which, \$85,500 are transfers from existing reserves.

In the budget planning process, the Village District of Eastman computes the historical average cost (per water service connection) to develop, operate and maintain the water system, and adjusts that cost by a Consumer Price Index that best reflects the inflation in materials, services and labor. This year, the Northeast Region Urban 3rd Quarter CPI of 2.0 % would indicate a maximum 2008 budget of \$870,000 (less intrafund transfers and WFIP financing) based upon the funding model in the CIP. Notwithstanding that index, the Commissioners recommend a 2008 budget of \$826,300, compared to \$843,500 in 2007; a 2.0 % reduction from 2007. Tax revenues are projected to be \$546,000 in 2008, compared to actual 2007 tax revenues of \$564,000; a 3.2 % reduction from 2007. This is the second consecutive year of reductions in both categories.

With this year's Annual Meeting, the district membership will elect one commissioner for a three year term to replace Bob LaGassa. Additionally, the district will need to appoint a replacement Clerk for the remaining year left on Ron Pippin's term who will be resigning after the annual meeting and also two volunteers to serve as Deputy Clerk and Deputy Treasurer, during the absence of the principals. These deputy positions are appointed positions of one year duration. Please think of service to the Village District when you consider community involvement: there are few things more important than providing safe drinking water!

In conclusion, the Commissioners thank the members of the Village District of Eastman, and the greater Eastman Community Association for their support.

  
Robert E. LaGassa    William E. Sullivan    Robert B. Fairweather



## VILLAGE DISTRICT OF EASTMAN OFFICERS

<b>Commissioners:</b>	Robert E. LaGassa	2008
	William E. Sullivan	2009
	Robert B. Fairweather	2010
<b>Treasurer:</b>	David W. Wright	2009
<b>Deputy Treasurer:</b>	Laurie Hayward	2008
<b>Clerk:</b>	Charles R. Pippin	2009
<b>Deputy Clerk:</b>	Laurie Hayward	2008
<b>Moderator:</b>	Richard C. Woodhouse	2009
<b>District Manager:</b>	James J. Donison	

*Regular business meetings of the Commissioners are held the third Wednesday of each month  
at 9:00 AM at the Village District office at 31 Draper Road.*

*You are welcome and encouraged to attend.*

## CONDUCT OF THE MEETING

### General Order and Procedure:

Any member having made a motion can withdraw it by consent of his second, but a motion once debated can not be withdrawn except by majority vote.

A motion shall not be subject to debate until it has been stated by the chair.

Before putting a question to vote, the presiding officer shall ask: "Are you ready for the question?" If no member rises to speak, the presiding officer shall then put the question in this form: "All in favor of the motion say 'Aye'" and affirmative vote is expressed. "Those of the contrary opinion say 'No'". "Any abstention?"

After the vote is taken, he shall announce the result in the manner: "It is carried (or lost) and so ordered."

Before the presiding officer declares the vote on any question, any member may ask for a division of the house and it is mandatory upon the chair to grant such request by ordering a standing or roll call vote, whichever is requested.

A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall be put as follows:

- Amendment to the amendment
- Amendment
- Original proposition

A motion to adjourn shall always be in order, except when a member has the floor or when members are voting.

A motion to reconsider must be made by a member who voted with the majority.

A motion to "take from the table" may be made at any time there is no other motion before the meeting.

### Points of Order and Decorum:

No member shall interrupt another while speaking, except to raise a point of order, and he shall definitively state the point and the chair shall decide the same without debate.

If a member, while speaking, is called to order, he shall take his seat until the point of order is decided. If decided the point of order is not well taken, he shall proceed.

No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken.

If two or more members rise to speak at the same time, the chair shall decide who is entitled to speak.

Each member, when speaking, shall confine himself to the question under debate and avoid all personal, indecorous, or sarcastic language.

## ORDER OF PRECEDENCE OF MOTIONS

Motion	Vote	Debate	Amend	Effect of Motion
Adjourn	Majority	No	No	End Meeting
Recess	Majority	No	Yes	Suspend Meeting
Table	Majority	No	No	Put Aside
Appeal	Majority	No	No	Decide Ruling
Call for Question	Two Thirds	No	No	Shut Off Debate
Postpone to Certain Day	Majority	Yes	Yes	Delay to Another Day
Refer to Committee	Majority	Yes	Yes	Committee Consider
Amend an Amendment	Majority	Yes	Yes	To Change Amendment
Amend	Majority	Yes	Yes	Change Main Motion
Postpone Indefinitely	Majority	Yes	No	Kill Main Motion
Main Motion	Majority	Yes	Yes	Conduct Business

When a motion is on the floor, no other motion shall be in order unless it is ranked above the current motion.

### Special Notes:

**Recess** is debatable when no other motion is before the meeting.

**Adjourn** is debatable when no other motion is before the meeting.

**Point of Order** means calling the attention of the presiding officer to some violation of a rule.

**Appeal** means asking the body to decide by vote on a ruling of the presiding officer. Appeal must be made immediately after the ruling or it is too late.

**Refer to a Committee** should be a complete motion, stating how many members and when they shall report.

**Call for the Question** is known as the motion to "stop debate". When a member "calls for the question", the presiding officer must take a vote to see if the debate shall stop and a vote shall be taken on the motion on the floor.

There can only be one **main motion** at one time before the meeting, but motions can be made concerning the motion in the meeting itself according to the **Order of Precedence** above.



# **WARRANT**

## **Village District of Eastman**

### **Enfield, Grantham & Springfield, New Hampshire**

To the inhabitants of the Village District qualified to vote:

You are hereby notified that the Annual Meeting of the Village District of Eastman will be held at the Town of Grantham town hall on Wednesday, March 19, 2008.

Polls will be open from 7:00 PM until 9:00 PM for Article 1; the election of officers. Article 2, and all others, will be taken up starting at 7:15 PM. Absentee ballots will be cast at 8:15 PM.

#### **Article 1:**

To choose Village District of Eastman officers: one Commissioner to serve a three year term.

#### **Article 2:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Seven Hundred Twenty Three Thousand Dollars \$722,965 which represents the Budget. This amount includes Five Hundred Thousand Eight Hundred Dollars \$500,800 for the Operating Budget and Two Hundred Twenty Two Thousand One Hundred Sixty Five Dollars \$222,165 which represents the Principal and Interest payment for the Well Field Improvement Project. Said sum does not include special or individual articles addressed.  
(Majority vote required)

#### **Article 3:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be added to the previously established Inventory Hardware Reserve Fund (created in 2005).

The commissioners recommend this appropriation. (Majority vote required)

#### **Article 4:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) to be added to the previously established Filter Media Replacement Expendable Trust Fund (Created in 2005).

The commissioners recommend this appropriation. (Majority vote required)

**Article 5:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) to be added to the previously established Office Equipment Trust Fund (Created in 2005).

The commissioners recommend this appropriation. (Majority vote required)

**Article 6:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the previously established Water Main Maintenance Expendable Trust Fund (Created in 1995).

The commissioners recommend this appropriation. (Majority vote required)

**Article 7:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the previously established Well Renovation Trust Fund (Created in 2006).

The commissioners recommend this appropriation. (Majority vote required)

**Article 8:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) to be added to the previously established Meter Replacement Expendable Trust Fund (Created in 2003).

The commissioners recommend this appropriation. (Majority vote required)

**Article 9:**

To see if the Village District of Eastman will vote to change the purpose of the existing Vehicle Replacement Capital Reserve Fund (Created in 2007) to the Vehicle and Equipment Replacement Capital Reserve Fund and to vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Vehicle and Equipment Replacement Trust Fund.

The commissioners recommend this appropriation. (Two-Thirds vote required)

**Article 10:**

To see if the Village District of Eastman will discontinue the Anderson Pond Storage Tank and Booster Station Capital Reserve Fund established in 2005. Said funds with accumulated interest to date of



withdrawal, estimated to be Seventy Five Thousand Five Hundred Dollars (\$75,500) to be transferred to the VDE's Fund Balance.

The commissioners recommend this article.

(Majority vote required)

**Article 11:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the previously established Generators and Pumps Capital Reserve Fund, with said funds to come from the VDE Fund Balance (Created in 1995).

The commissioners recommend this appropriation.

(Majority vote required)

**Article 12:**

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of a Pressure Reducing Station and to raise and appropriate Seventy Five Thousand Five Hundred Dollars (\$75,500) to be placed in this fund, with Fifty Thousand Five Hundred Dollars (\$50,500) to come from the VDE Fund Balance and the remaining Twenty Five Thousand Dollars (\$25,000) to come from Revenues and to designate the Commissioners as agents to expend from this fund.

The commissioners recommend this appropriation.

(Majority vote required)

**Article 13:**

To see if the Village District of Eastman will vote to discontinue the Communications Upgrade and Replacement Trust Fund established in 2005. This fund has zero balance.

The commissioners recommend this appropriation.

(Majority Vote Required)

**Article 14:**

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of an Office Building and raise and appropriate the sum of \$5,000 to be placed in this fund and to designate the Commissioners as agents to expend from this fund.

The commissioners recommend this appropriation.

(Majority vote required)

**Article 15:**

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Well Exploration and Development Fund and raise and appropriate the

sum of Five Thousand Dollars \$5,000 to be placed in this fund and to designate the Commissioners as agents to expend from this fund.

The commissioners recommend this appropriation. (Majority vote required)

**Article 16:**

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Water System Master Plan and to raise and appropriate the sum of Ten Thousand Dollars (\$10,000), with that entire amount to be transferred from the VDE General Fund Balance and to designate the Commissioners as agents to expend from this fund.

The commissioners recommend this appropriation. (Majority vote required)

**Article 17:**

To see if the Village District of Eastman will vote to raise and appropriate the accumulated interest sum of Three Thousand Three Hundred Dollars (\$3,300) for the purpose of reducing the principal of the notes for the Well Field Improvement Project WFIP. This money to come from interest which was earned on the retainage accounts as part of the WFIP.

The commissioners recommend this appropriation. (Majority Vote Required)

**Article 18:**

To transact any other business that may legally come before the meeting.

Robert E. LaGassa

William E. Sullivan

Robert B. Fairweather



## 2007 and 2008 COMPARATIVE STATEMENT

	2007	2007	2008
	BUDGET	ACTUALS	PROPOSED BUDGET
<b>REVENUES</b>			
TAXES	551,035.70	563,691.00	546,065.40
USAGE	250,000.00	246,818.40	250,000.00
SERVICE	7,000.00	8,346.35	7,000.00
NEW CONNECTIONS	28,000.00	8,400.00	8,400.00
OPERATIONS FEE	-	50.00	0.00
GAIN ON DISPOSAL	500.00	0.00	500.00
MISCELLANEOUS	1,500.00	12,028.56	3,800.00
INTEREST	5,000.00	17,009.76	10,000.00
INSURANCE DIVIDENDS	500.00	0.00	500.00
TRANSFER FROM TRUST FUNDS		27,856.37	0.00
TRANSFER FROM FUND BALANCE			85,500.00
PROCEEDS FROM FINANCING	309,700.00	250,000.00	59,700.00
<b>TOTAL REVENUES</b>	<b>1,153,235.70</b>	<b>1,134,200.44</b>	<b>971,465.40</b>
<b>EXPENSES</b>			
<b>ADMINISTRATION</b>			
WAGES	180,000.00	159,517.57	190,000.00
BENEFITS	60,000.00	43,799.51	52,000.00
PAYROLL TAXES	14,000.00	12,187.76	14,500.00
CONTRACT LABOR	28,000.00	12,487.80	13,000.00
UNEMPLOYMENT COMPENSATION	500.00	-	500.00
EQUIPMENT	2,000.00	5,614.69	1,000.00
RENT & CLEANING	17,000.00	17,461.00	18,000.00
OFFICE SUPPLIES	6,000.00	6,200.32	6,000.00
POSTAGE	6,500.00	5,637.75	6,500.00
AUDIT	7,000.00	6,988.50	10,000.00
ENGINEERING	1,000.00	2,997.76	1,000.00
LEGAL	6,000.00	2,562.67	4,000.00
HYDROGEOLOGIST	1,000.00	-	1,000.00
<b>SUB TOTAL</b>	<b>329,000.00</b>	<b>275,455.33</b>	<b>317,500.00</b>
<b>DISTRIBUTION</b>			
AUXILIARY EQUIPMENT	1,500.00	-	1,500.00
BACKHOE	2,000.00	1,040.02	2,000.00
GENERATOR	2,500.00	3,581.99	3,000.00
PUMPS	3,000.00	-	3,000.00
VEHICLE	1,000.00	1,044.49	1,000.00
VEHICLE FUEL	5,000.00	6,510.78	6,000.00
GENERAL OPERATING SUPPLIES	6,500.00	3,682.90	6,500.00
MAINS	4,000.00	780.00	4,000.00
SPECIAL METERS	1,000.00	-	1,000.00
SAND/GRAVEL/PAVING	5,000.00	1,035.23	2,000.00
RESIDENTIAL SERVICES	500.00	160.00	500.00
BLOW OFF, CURB, GATE, & VALVE REPAIRS	9,000.00	1,402.50	5,000.00
GROUNDS	5,000.00	6,931.90	5,000.00
STRUCTURES	2,000.00	62.96	2,000.00
STORAGE TANKS	4,000.00	4,899.39	2,000.00
SAFETY EQUIPMENT	1,000.00	378.25	1,000.00
WELLS	1,000.00	285.53	1,000.00
BOOSTER STATIONS	1,500.00	5,304.36	1,500.00
SECURITY	1,000.00	-	1,000.00
ELECTRIC	50,000.00	46,087.41	50,000.00
COMMUNICATIONS	12,000.00	8,815.43	8,000.00
PROPANE	16,000.00	16,357.15	20,000.00
<b>SUB TOTAL</b>	<b>134,500.00</b>	<b>108,360.29</b>	<b>127,000.00</b>

## 2007 and 2008 COMPARATIVE STATEMENT

	2007	2007	2008
	BUDGET	ACTUALS	PROPOSED BUDGET
<b>WATER TREATMENT</b>			
SODIUM HYDROXIDE	9,000.00	7,649.36	10,350.00
POTASSIUM PERMANGANATE	1,000.00	-	0.00
SODIUM HYPOCHLORITE	3,000.00	2,517.50	3,450.00
EQUIPMENT	3,000.00	5,478.06	4,000.00
INSTRUMENTATION	3,000.00	7,336.01	3,000.00
FILTER MAINTENANCE	3,000.00	485.87	2,500.00
LABORATORY SUPPLIES	2,500.00	2,378.53	2,500.00
LABORATORY SERVICES	3,500.00	4,950.00	4,000.00
<b>SUB TOTAL</b>	<b>28,000.00</b>	<b>30,795.33</b>	<b>29,800.00</b>
<b>CONSERVATION</b>			
WELLHEAD PROTECTION	500.00		500.00
CONSERVATION ACTIVITIES	1,000.00		1,000.00
<b>SUB TOTAL</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>OTHER</b>			
PROPERTY, LIABILITY, & WORKERS COMP INSURANCE	8,000.00	7,795.91	8,500.00
ANNUAL MEETING/MEMBERSHIPS/PUBLIC NOTICES	7,500.00	7,175.73	7,500.00
EDUCATION/TRAINING/TRAVEL REIMBURSEMENT	5,000.00	4,447.11	5,000.00
REFUNDS	500.00	-	500.00
MISCELLANEOUS	1,000.00	198.50	1,000.00
PAYMENT IN LIEU OF TAXES	2,500.00	-	2,500.00
<b>SUB TOTAL</b>	<b>24,500.00</b>	<b>19,617.25</b>	<b>25,000.00</b>
<b>TOTAL OPERATIONS</b>	<b>517,500.00</b>	<b>434,228.20</b>	<b>500,800.00</b>
<b>DEBT SERVICE</b>			
PRINCIPAL LONG TERM DEBT	127,000.00	97,000.00	127,000.00
INTEREST LONG TERM DEBT	99,035.70	92,150.95	95,165.40
<b>SUB TOTAL</b>	<b>226,035.70</b>	<b>189,150.95</b>	<b>222,165.40</b>
<b>CAPITAL OUTLAY</b>			
WELL FIELD IMPROVEMENTS PROJECT	309,700.00	238,446.07	63,000.00
<b>SUB TOTAL</b>	<b>309,700.00</b>	<b>238,446.07</b>	<b>63,000.00</b>
<b>FUND TRANSFERS</b>			
INVENTORY HARDWARE RESERVE	15,000.00	15,000.00	10,000.00
METER REPLACEMENT & BACKFLOW PROGRAM RESERVE			4,000.00
OFFICE EQUIPMENT RESERVE	3,000.00	3,000.00	3,000.00
WELL REJUNIVATION RESERVE	15,000.00	15,000.00	5,000.00
A.P. STORAGE TK. & BOOSTER STA. RESERVE	40,000.00	40,000.00	-
VEHICLE REPLACEMENT FUND	7,000.00	7,000.00	20,000.00
WATER MAIN MAINTENANCE TRUST	20,000.00	20,000.00	20,000.00
FILTER MEDIA REEPLACEMENT		-	3,000.00
GENERATOR AND PUMP STATIONS		-	25,000.00
PRESSURE REDUCING VAULT	-	-	75,500.00
OFFICE BUILDING		-	5,000.00
WELL EXPLORATION AND DEVELOPMENT	-	-	5,000.00
WATER SYSTEM MASTER PLAN	-	-	10,000.00
<b>SUB TOTAL</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>185,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,153,235.70</b>	<b>961,825.22</b>	<b>971,465.40</b>



VILLAGE DISTRICT OF EASTMAN

TEN YEAR CAPITAL IMPROVEMENT PROGRAM (2008-2017)

(In 2008 Constant Dollars (\$K))

#	PROJECT	BALANCE, (12/31/07)	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
1	INVENTORY HARDWARE FUND	18,400	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
2	FILTER MEDIA FUND	100	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
3	OFFICE EQUIPMENT FUND	3,100	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
4	WATER MAIN FUND	328,500	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
5	WELL RENOVATION FUND	21,300	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
6	METER REPLACEMENT FUND	8,100	4,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
7	VEHICLE/EQUIPMENT FUND	5,700	20,000	20,000	20,000	15,000	15,000	15,000	8,000	8,000	8,000	8,000
8	ANDERSON POND TANK/BOOSTER	75,000*	TRANSFER									
9	GENERATOR/PUMP FUND	700	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
10	PRESSURE REDUCING STATION	0	25,000	COMPLETE IN 2008-2009								
11	COMMUNICATIONS FUND	5,600 **	COMPLETED									
12	OFFICE BUILDING	0	5,000	35,000	40,000	45,000	50,000	50,000	50,000	50,000	50,000	50,000
13	WELL EXPLORATION/DEVELOPMENT	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
14	WATER SYSTEM MASTER PLAN	0	10,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
15	SECURITY IMPROVEMENT FUND	5,500	COMPLETE									
16	UNUSED WELL DECOMMISSIONING	37,600	COMPLETE									
17	ALLEN'S DRIVE UPGRADE FUND	0	STUDY									
18	WELL HEAD PROTECTION	0	STUDY									
	<b>TOTAL</b>	509,600	110,000	126,000	131,000	131,000	136,000	136,000	129,000	129,000	129,000	129,000
	WELL FIELD IMPROVEMENT PROJECT	268,000***	COMPLETE									

\* close fund; of the \$75K+ balance, transfer \$25,000 to # 9, and remaining \$50K+ to # 10 (see Appendix B-8)

\*\* completed in 2007, close fund and transfer any balance to General Fund

\*\*\* \$268K is the balance of the \$800K bonding approved in the 2006 supplemental appropriation which has not yet been borrowed.

The Well Field Improvement Project is expected to be completed with approximately \$200,000 of that appropriation unspent

# BUDGET FORM FOR VILLAGE DISTRICTS

DATE OF MEETING: March 19, 2008

VILLAGE DISTRICT OF EASTMAN

County: Grafton & Sullivan

In the Town(s) Of: Enfield, Grantham and Springfield

Mailing Address: PO Box 990, Grantham, NH 03753

Phone #: 863-6512

Fax #: 863-9794

Web Site: [www.eastmanh2o.org](http://www.eastmanh2o.org)

## IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the entire budget in the appropriate recommended and not recommended area. This means the operating budget and all special and individual warrant articles must be posted.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the village district clerk, and a copy sent to the Department of Revenue Administration at the address below.

This is to certify that this budget was posted with the warrant on the (date) \_\_\_\_\_

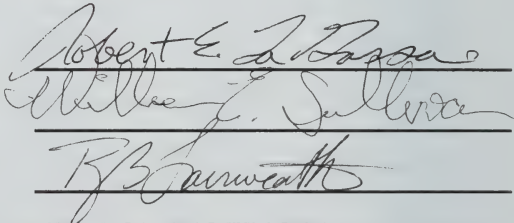
### GOVERNING BODY (COMMISSIONERS)

*Please sign in ink.*

Robert E. Lagassa

William E. Sullivan

Robert B. Fairweather



**THIS BUDGET SHALL BE POSTED WITH THE VILLAGE DISTRICT WARRANT**

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397



1	2	3	4	5	6	7
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (RECOMMENDED)	Appropriations Ensuing FY (NOT RECOMMENDED)
<b>GENERAL GOVERNMENT</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4130-4139	Executive					
4150-4151	Financial Administration					
4153	Legal Expense					
4155-4159	Personnel Administration					
4194	General Government Buildings					
4196	Insurance					
4197	Advertising & Regional Assoc.					
4199	Other General Government					
<b>PUBLIC SAFETY</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4210-4214	Police					
4215-4219	Ambulance					
4220-4229	Fire					
4290-4298	Emergency Management					
4299	Other Public Safety					
<b>HIGHWAYS &amp; STREETS</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4311-4312	Admin., Highways & Streets					
4313	Bridges					
4316	Street Lighting					
4319	Other					
<b>SANITATION</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4321-4323	Admin. & Solid Waste Collection					
4324	Solid Waste Disposal					
4325	Solid Waste Clean-up					
4326-4329	Sewage Coll. & Disposal & Other					
<b>WATER DISTRIBUTION &amp; TREATMENT</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4331	Administration	2	329,000	275,455	317,500	
4332	Water Services	2	134,500	108,360	127,000	
4335	Water Treatment	2	28,000	30,795	29,800	
4338-4339	Water Conservation & Other	2	26,000	19,617	26,500	
<b>HEALTH</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4411-4414	Administration & Pest Control					
<b>CULTURE &amp; RECREATION</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4520-4529	Parks & Recreation					
4589	Other Culture & Recreation					

1	2	3	4	5	6	7
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (RECOMMENDED)	Appropriations Ensuing FY (NOT RECOMMENDED)
DEBT SERVICE			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4711	Princ.- Long Term Bonds & Notes	2	127000	97000	127000	
4721	Interest-Long Term Bonds & Notes	2	99036	92150.95	95165.4	
4723	Int. on Tax Anticipation Notes		0	0		
4790-4799	Other Debt Service	17				
CAPITAL OUTLAY			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4901	Land & Improvements					
4902	Machinery, Vehicles & Equipment					
4903	Buildings		309700	238446	63000	
4909	Improvements Other Than Bldgs					
OPERATING TRANSFERS OUT			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4912	To Special Revenue Fund					
4913	To Capital Projects Fund					
4914	To Proprietary Fund					
4915	To Capital Reserve Fund					
4916	To Trust and Agency Funds					
SUBTOTAL 1			1,053,236	861,825	785,965	

If you have a line item of appropriations from more than one warrant article, please use the space below to identify the make-up of the line total for the ensuing year.

Acct. #	Warr. Art. #	Amount	Acct. #	Warr. Art. #	Amount



**\*\*SPECIAL WARRANT ARTICLES\*\***

Special warrant articles are defined in RSA 32:3, VI, as appropriations: 1) in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriation to a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

1	2	3	4	5	6	7
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (RECOMMENDED)	Appropriations Ensuing FY (NOT RECOMMENDED)
4915	INVENTORY HARDWARE	3	15,000	15,000	10,000	
4915	METER/BACKFLOW	8	0	0	4,000	
4915	OFFICE EQUIPMENT	5	3,000	3,000	3,000	
4915	WELL REJUVENATION	7	15,000	15,000	5,000	
4915	A.P STORAGE TANK	10	40,000	40,000	0	
4915	VEHICLE REPLACEMENT	9	7,000	7,000	20,000	
4915	WATER MAIN TRUST	6	20,000	20,000	20,000	
4915	FILTER MEDIA REPLACEMENT	4			3,000	
4915	GENERATOR AND PUMP STATIONS	11			25000	
4915	PRESSURE REDUCING VAULT	12			75470	
4915	OFFICE BUILDING	14			5000	
4915	WELL EXPLORATION AND DEVELOPMENT	15			5000	
4915	WATER SYSTEM MASTER PLAN	16			10000	
4915	COMMUNICATIONS UPGRADE	13			0	
	SUBTOTAL 2 RECOMMENDED		XXXXXXXXXX	XXXXXXXXXX	185,470	XXXXXXXXXX

"Individual" warrant articles are not necessarily the same as "special warrant articles". Examples of individual warrant articles might be negotiated cost items for labor agreements, leases, or items of a one time nature.

1	2	3	4	5	6	7
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (RECOMMENDED)	Appropriations Ensuing FY (NOT RECOMMENDED)
	SUBTOTAL 3 RECOMMENDED		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	ESTIMATED REVENUES ENSUING FISCAL YEAR
	<b>TAXES</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3190	Interest & Penalties on Delinquent Taxes				
3311-3319	FROM FEDERAL GOVERNMENT				
	<b>FROM STATE</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenues				
3354	Water Pollution Grant				
3359	Other (Including Railroad Tax)				
3379	FROM OTHER GOVERNMENTS				
	<b>CHARGES FOR SERVICES</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3110	Income from Departments - Usage		250,000	246,818	250,000
3409	Other Charges- Services and New Connections		35000	16,746	15400
	<b>MISCELLANEOUS REVENUES</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3501	Sale of Village District Property		500	0	0
3502	Interest on Investments		5,000	17,010	10,000
3503-3509	Other		2,000	12,389	4,800
	<b>INTERFUND OPERATING TRANSFERS IN</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				
3914	From Proprietary Funds				
3915	From Capital Reserve Funds		0	27,856	
3916	From Trust & Agency Funds		0	0	
	<b>OTHER FINANCING SOURCES</b>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3934	Proc. from Long Term Bonds & Notes	2	309,700	250,000	59,700
	Amts VOTED From F/B ("Surplus")		0	0	85500
	Fund Balance ("Surplus") to Reduce Taxes				
	<b>TOTAL ESTIMATED REVENUE &amp; CREDITS</b>		<b>602,200</b>	<b>570,819</b>	<b>425,400</b>

**\*\*BUDGET SUMMARY\*\***

	PRIOR YEAR	COMMISSIONERS
SUBTOTAL 1 Appropriations Recommended (from page 3)	1,053,236	785,965
SUBTOTAL 2 Special Warrant Articles Recommended (from page 4)	100,000	185,470
SUBTOTAL 3 "Individual" Warrant Articles Recommended (from page 4)	0	0
TOTAL Appropriations Recommended	1,153,236	971,435
Less: Amount of Estimated Revenues & Credits (from above)	602,200	425,400
Estimated Amount of Taxes to be Raised	551,036	546,035



## APPROPRIATIONS, ASSESSMENTS & TAX RATES

BUDGET SUMMARY:		2007	2008
		Actuals	Projected
	Appropriations	\$1,053,237	\$ 871,393
	Special Warrant Articles	\$100,000	\$100,000
	Total Appropriations	\$1,153,237	\$ 971,393
<b>LESS:</b>	Revenues & Credits	\$ 570,509	\$ 425,328
	Amount of Taxes to be Raised	\$ 563,691	\$ 546,065

### 2007 TAXES ASSESSED & TAX RATES

TOWN	VALUATION	%APPROP	TAXES	TAX RATE
ENFIELD	\$13,807,900	3.26	\$22,645	1.64
GRANTHAM	\$397,432,785	93.78	\$524,611	1.32
SPRINGFIELD	\$12,545,500	2.96	\$16,435	1.31
			\$563,691	

### 2008 PROJECTED TAXES & TAX RATES

TOWN	VALUATION	%APPROP	TAXES	TAX RATE
ENFIELD	\$13,807,900	4.02	\$21,937	1.59
GRANTHAM	\$ 397,432,785	93.07	\$508,207	1.28
SPRINGFIELD	\$ 12,545,500	2.92	\$15,921	1.27
			\$546,065	

## **VILLAGE DISTRICT OF EASTMAN**

### **ANNUAL MEETING**

**MARCH 21, 2007**

#### **GRANTHAM TOWN HALL - GRANTHAM, NH**

Notices of this meeting were posted at the Village District of Eastman Office, the Grantham Town Office, the Eastman Community Association Office, the Kearsarge Shopper, the Grantham Post Office and on the Village District of Eastman Web Site.

Moderator Richard C. Woodhouse called the meeting to order at 7:03PM. Before getting into the official business of the meeting, Mr. Woodhouse called on Commissioner Sullivan, who took a few moments to thank retiring Commissioner Stevenson for his many years of service to the Village District of Eastman. He also addressed the service given to the District by ex-commissioners Matt Hines and Kevin Tombs.

The Moderator then called on Commissioner Stevenson who thanked Commissioner LaGassa for the many hours he had contributed during the period when he served as acting District Manager following the retirement of Virginia Buckley.

Mr. Woodhouse introduced those seated at the head table: Commissioners Robert E. LaGassa, William P. Stevenson II, William E. Sullivan, Water District Manager James J. Donison, Treasurer David W. Wright and Clerk Charles R. Pippin.

Mr. Woodhouse thanked the Supervisors of the Check Lists; representing Enfield, Bob Foley and Jim Gerding; representing Grantham, Sandy Noordsy and Janet Goodrow; representing Springfield, Pixie Hill and Cheryl Wood.

Appointments were made by Mr. Woodhouse to Deputy Moderators; Bob Chew and Don Noordsy, then to Ballot Clerks; Cynthia Chew and Bill Zimmerman.

Mr. Woodhouse explained the meeting format and his plan to use the Condensed Robert's Rules as printed in the Annual Report.

The Moderator then proceeded to open the polls at 7:05 PM for a period of two hours for the purpose of voting on Article 1.

Mr. Woodhouse read Article 1:

#### **ARTICLE 1:**

To choose Village District of Eastman officers: one Commissioner to serve a three year term and one Commissioner to serve a two year term. The candidate for Commissioner receiving the greater number of votes shall serve the three year term.

The polls were closed at 9:05PM and Ballot Clerks Cynthia Chew and Bill Zimmerman submitted the results to the Moderator. Mr. Robert Fairweather received 36 votes and Mr. William Sullivan received 35. Mr. Fairweather will serve the three year Commissioner term and Mr. Sullivan the two year term.)

There being no discussion on Article 1, the Moderator read Article 2:

#### **ARTICLE 2:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$517,500 which represents the Operating Budget. Said sum does not include special or individual articles addressed.

(Majority vote required)



Commissioner LaGassa moved the Article be approved and Commissioner Stevenson seconded the motion. Commissioner LaGassa addressed the article explaining the funds are required for day-to-day operations of the District. He also explained how the commissioners arrived at the amount shown in the article and that it is lower than budgeted in FY 2006 for this same purpose.

Mr. Tombs asked for an explanation of what would be spent on the Well Field Improvement Project during 2007. Commissioner LaGassa explained what remained to be completed and stated that the major variable in costs was the State permitting process of Water Source #5.

Mr. Noordsy asked for an explanation of the employee benefits increase. Commissioner LaGassa explained that in 2006 VDE went the entire year short one employee and the District Manager position was vacant for several months. When the manager position was filled, benefits were paid at the "individual" rate rather than "family" rate. The 2007 budget reflects having all positions filled with three by married persons requiring "family" benefits. In addition, Health Insurance went up 10% between 2006 and 2007.

There being no further questions, the Moderator called for a vote which carried unanimously.

Mr. Woodhouse read Article 3:

**ARTICLE 3:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$226,035.70 which represents the Principal and Interest payment for the Well field Improvement Project.

(Majority vote required)

Commissioner Stevenson moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner Stevenson addressed the article.

Mr. Tombs asked, "As we have borrowed money don't we have to pay this regardless of the village vote?" It was explained that it was a requirement to have this listed as an article. While to not approve it would be financially disastrous for the District, the residents do have the legal right to not approve it.

Mr. Barns asked if this would be an article every years until the loans are paid in full. He was assured it would be there.

There being no further questions the Moderator call for a vote. It passed unanimously.

Mr. Woodhouse read Article 4.

**ARTICLE 4:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$15,000 to be added to the previously established Inventory Hardware Reserve Fund. The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Sullivan moved that the article be passed and Commissioner LaGassa seconded the motion.

There being no questions, the Moderator called for a vote, which passed.

Mr. Woodhouse read Article 5.

**ARTICLE 5:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$3,000 to be added to the previously established Office Equipment Reserve Fund.

The commissioners recommend this appropriation

(Majority vote required)

Commissioner Stevenson moved that it be passed, and Treasurer Wright seconded the motion. Commissioner Stevenson gave a short explanation of the article.

There being no questions, the Moderator called for a vote that passed unanimously.

Mr. Woodhouse read Article 6.

#### **ARTICLE 6:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$15,000 to be added to the previously established Well Rejuvenation Reserve Fund and to re-designate this as the Well Renovation Reserve Fund.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner LaGassa made the motion to pass the article and it was seconded by Commissioner Sullivan. Commissioner LaGassa gave a short explanation of the Fund and why additional money in the Fund was required.

Mr. Darling asked how the board knew that \$15,000 was the right amount to add to the Fund? Commissioner LaGassa stated it was based on a previous bid and the projected costs to rejuvenate the wells and the expected time to do it.

There being no further questions, the Moderator called for a vote, which passed unanimously.

Mr. Woodhouse read Article 7.

#### **ARTICLE 7:**

To see if the Village district of Eastman will vote to raise and appropriate the sum of \$20,000 to be added to the previously established Water Main Maintenance Expendable Trust fund. The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Stevenson moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner Stevenson explained why the funds were needed.

There being no questions, the Moderator called for a vote, which passed unanimously.

The Moderator read Article 8.

#### **ARTICLE 8:**

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$40,000 to the previously established Storage Tank Reserve Fund and to re-designate this as the Anderson Pond Storage Tank & Booster Station Reserve Fund.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner LaGassa moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner LaGassa explained that the tank and booster station was needed to increase the storage tank capacity of water for the community at full development to give at least two days reserve in the event of an

emergency. He also pointed out that the Anderson Pond, West Cove and Butternut Road region of the District contained about 40 per cent of the population, but was vulnerable to a major break between the region and the Hill Top Storage Tank. Finally, he explained the need to relocate and upgrade the Anderson Pond Booster Station to the level of service that the District provided the Snow Hill region in 2002. The reserve fund would build sufficient funds to conduct the upgrade at the end of the ten year Capital Improvement Program planning period without the need to take on additional debt.

There being no questions, the Moderator called for a vote, which passed unanimously.

Mr. Woodhouse read Article 9.

#### **ARTICLE 9:**

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Vehicle Replacement and raise and appropriate the sum of \$7,000 to be placed in this fund and to designate the commissioners as agents to expend.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Sullivan moved the article be approved and Clerk Pippin seconded. Commissioner Sullivan stated the age of the vehicles and when they should be replaced.

The Moderator called for a vote, which passed.

The Moderator read Article 10.

#### **ARTICLE 10:**

To see if the Village District of Eastman will vote to dispose of, at public auction, excess or obsolete equipment and materials resulting from the Well Field Improvement Project: a generator set; two well pumps and a motor; a reel of copper wire; a well adapter; eight (8) inch ductile iron water main piping; various PVC electrical conduits; a variable frequency device; two transformers, and various electrical panels and components, and to use the proceeds to reduce the principal of the notes for the Well Field Improvement Project.

(Majority vote required)

Commissioner LaGassa moved the article be approved and Commissioner Stevenson seconded the motion. Commissioner LaGassa explained what items needed to be disposed of and stated that before holding an auction, the District planned to first work with the suppliers to see if the items could not be sold back for "restocking".

Mr. Darling asked if the District had any experience at auctions? Manager Donison stated he was familiar with the process, but didn't feel it would be necessary to actually hold an auction.

Mr. Tombs questioned the wording of the article stating the scope may be too narrow in stating just "auction" and would not allow restocking the excess materials for the project. Mr. LaGassa stated the District had used restocking in the past on this project without objection from the auditors.

There being no further questions, the Moderator called for a vote, which passed unanimously.

#### **ARTICLE 11:**

To transact any other business that may legally come before the meeting.

Mr. Darling asked what the term "requires definition" meant in the Capital Improvement Program (CIP) report for various Project Descriptions. Commissioner LaGassa explained that those projects required either better definition of the scope or cost, or were determined to be of lower priority, and thus, unaffordable at the current



time. He noted that they were listed and summarized so that the membership would understand there is a requirement, even though insufficiently defined and unfunded. He pointed out that the only CIP projects addressed at this meeting were those included in Special Warrant Articles 4 through 9; all of which were of highest priority and adequately defined in scope and cost.

Mr. Noordsy requested that in the future, all viewgraphs be included in the handouts that will be used in the presentations.

Mr. Zimmerman asked the Moderator for the floor, which was granted. He made the following motion:

("I move you, sir, that the Annual Meeting here assembled of the Village District Eastman convey its appreciation to former Commissioners Matt Hines and Kevin Tombs for their exceptional oversight of the Well Field Improvement Project and its gratitude to Commission Robert LaGassa for his adroit leadership of the Village District, including his service as acting Manager, during a most difficult and critical period.")

The motion was seconded by Mr. Eastman. The motion passed unanimously with applause.

Commissioner LaGassa, speaking on behalf of the District Officers, thanked the community for their patience during the long period of water bans while new water sources were being developed.

Mr. Eastman asked if there were any plans to look for new wells. Commissioner LaGassa stated that there would be a project for "Well Exploration & Development" in the next annual update to the Capital Improvement Program. He described the alternatives available to the District should an unexpected failure require the development of another water source in the interim.

Commissioner Sullivan announced that the District will be having an open-house in early summer to show the community what has been taking place at "their" water plant.

Moderator Woodhouse turned the absentee ballots over to the Supervisors of the Checklists at 8:15PM.

There being no further discussion, Moderator Woodhouse recessed the meeting at 8:31 PM to await the results of the ballot vote on Article 1.

At 9:05, following closing of the polls, Clerk Pippin motioned to adjourn the meeting and Treasurer Wright seconded the motion. All present voted unanimously to do so and Moderator Woodhouse closed the meeting.

These minutes are submitted by:

C. R. Pippin, Clerk

A handwritten signature in cursive script, appearing to read "C. R. Pippin", written in dark ink.

VILLAGE DISTRICT OF EASTMAN

TREASURERS REPORT - BALANCE SHEET  
AS OF DECEMBER 31, 2007

Dec 31, 07

**ASSETS**

**Current Assets**

**Checking/Savings**

1010.00 · CASH	\$ 17,034.37
1010.05 · STATEMENT SAVINGS	128,638.52
1010.10 · PETTY CASH	300.00
1010.15 · NHPDIP-01-OPERATIONS	333,988.32
1010.20 · NHPDIP-04-CAPITAL PROJECT-RETAN	3,270.36
1010.30 · LSB-CAPITAL PROJECT CHECKING	2,440.99

Total Checking/Savings 485,672.56

**Accounts Receivable**

**ACCOUNTS RECEIVABLE**

1150.00 · USAGE	6,562.24
1150.10 · INTEREST	108.62
1150.15 · SERVICE	2,073.25

Total ACCOUNTS RECEIVABLE 8,744.11

Total Accounts Receivable 8,744.11

**Other Current Assets**

1080.00 · UNCOLLECTED TAXES	39,080.00
1400.00 · INVENTORY	3,014.61
1400.05 · PREPAID	3,294.18
1800.00 · TRUST & RESERVE FUNDS BY TRSTEE	509,842.30

Total Other Current Assets 555,231.09

Total Current Assets \$ 1,049,647.76

**Fixed Assets**

1610.00 · LAND	\$ 161,562.00
1620.00 · SNOW HILL STORAGE TANK	720,526.07
1620.05 · S.H.S.T. DEPRECIATION	-190,698.50
1620.10 · HILL TOP STORAGE TANK	50,707.13
1620.15 · H.T. DEPRECIATION	-13,932.21
1620.30 · WATER TREATMENT PLANT	1,076,219.88
1620.35 · W.T/ P. DEPRECIATION	-197,955.61
1620.40 · GARAGE & INVENTORY BUILD	53,206.03
1620.45 · GAR. INVT. DEPRECIATION	-21,409.55
1640.00 · MATERIALS,SUPPLIES, TOOLS	2,715.00
1640.05 · M.S.T. DEPRECIATION	-2,715.00
1640.10 · OFFICE EQUIPMENT	11,061.58
1640.15 · OFFICE DEPRECIATION	-1,385.33
1640.20 · PUMPS	42,742.34
1640.25 · PUMPS DEPRECIATION	-37,899.57
1640.30 · COMMUNICATIONS	1,620.00
1640.40 · VEHICLES	116,722.82
1640.45 · VEHICLE DEPRECIATION	-68,737.34
1660.00 · DUG WELLS	192,484.90
1660.05 · DUG WELLS DEPRECIATION	-103,861.36
1660.20 · GPW-1995	60,956.50
1660.30 · RESIDENTIAL METERS-OLD	16,673.63
1660.35 · METERS DEPRECIATION	-7,969.00
1660.40 · SERVICE CONNECTIONS	188,330.07

1660.45 · SERV. CON. DEPRECIATION	\$ -92,828.74
1660.50 · WATER MAINS & EASEMENTS	995,480.21
1660.55 · W.M. & E. DEPRECIATION	-610,459.85
1660.70 · GENERATORS	20,025.00
1660.75 · GENERATOR DEPRECIATION	-6,559.88
1660.80 · WELLFIELD IMPROVEMENTS PROJECT	2,536,351.16
1660.90 · METER REPLACEMENT PROGRAM-NEW	163,194.19
1660.95 · METER REPLACEMENT DEPRECIATION	<u>-24,000.23</u>
<b>Total Fixed Assets</b>	<u>5,030,166.34</u>
<b>TOTAL ASSETS</b>	<u><b>\$ 6,079,814.10</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2020.00 · ACCOUNTS PAYABLE	\$ 2,623.37
Total Accounts Payable	<u>2,623.37</u>
Other Current Liabilities	
2030.00 · ACCRUED PERSONAL TIME	5,045.93
Total Other Current Liabilities	<u>5,045.93</u>
Total Current Liabilities	<u>7,669.30</u>
Long Term Liabilities	
2310.00 · LONG TERM NOTE	2,286,300.00
Total Long Term Liabilities	<u>2,286,300.00</u>
Total Liabilities	<u>2,293,969.30</u>
<b>Equity</b>	
2490.00 · RESERVE FUNDS HELD BY TRUSTEES	509,842.30
2530.00 · UNRESERVED FUND BALANCE	2,745,858.95
3900.00 · Retained Earnings	272,322.26
Net Income	<u>257,821.29</u>
Total Equity	<u>3,785,844.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>\$ 6,079,814.10</b></u>

VILLAGE DISTRICT OF EASTMAN



**COMBINED DEBT AMORTIZATION SCHEDULE: WFIP**

**PRINCIPAL AMOUNT: \$2,540,000**

<u>PAYMENT DUE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL PAYMENT</u>
SEPT 2006	\$ 0,000	\$49,840.05	\$ 49,840.05
DEC 2006	\$ 97,000	\$19,351.50	\$116,351.50
DEC 2007	\$ 97,000	\$92,161.70	\$189,161.70
DEC 2008	\$127,000	\$95,165.40	\$222,165.40
DEC 2009	\$127,000	\$90,020.10	\$217,020.10
DEC 2010	\$127,000	\$84,874.80	\$211,874.80
DEC 2011	\$127,000	\$79,729.50	\$206,729.50
DEC 2012	\$127,000	\$74,584.20	\$201,584.20
DEC 2013	\$127,000	\$69,438.90	\$196,438.90
DEC 2014	\$127,000	\$64,293.60	\$191,293.60
DEC 2015	\$127,000	\$59,148.30	\$186,148.30
DEC 2016	\$127,000	\$54,003.00	\$181,003.00
DEC 2017	\$127,000	\$48,857.70	\$175,857.70
DEC 2018	\$127,000	\$43,712.40	\$170,712.40
DEC 2019	\$127,000	\$38,567.10	\$165,567.10
DEC 2020	\$127,000	\$33,421.80	\$160,421.80
DEC 2021	\$127,000	\$28,276.50	\$155,276.50
DEC 2022	\$127,000	\$23,131.20	\$150,131.20
DEC 2023	\$127,000	\$17,985.90	\$144,985.90
DEC 2024	\$127,000	\$12,840.60	\$139,840.60
SEP/DEC 2025	\$127,000	\$ 6,727.73	\$133,727.73
DEC 2026	\$ 30,000	\$ 2,550.00	\$ 32,550.00
DEC 2027	\$ 30,000	\$ 1,275.00	\$ 31,275.00
<b>TOTAL</b>	<b>\$2,540,000</b>	<b>\$1,089,956.98</b>	<b>\$ 3,629,956.98</b>

## STATEMENT OF INVESTMENT POLICY

The Commissioners of the Village District of Eastman consider the following criteria the basis of their investment policy:

The safety of Village District of Eastman Funds

The accessibility of Village District of Eastman Funds

A fair rate of return on Village District of Eastman Funds

The nurturing of relationships with local lenders

At no time are Village District of Eastman Funds exposed to unnecessary risk.

The New Hampshire Public Deposit Investment Pool is regarded a suitable investment tool for the Village District of Eastman Funds. These objectives will be reviewed annually.

### STATUS OF RESERVE & TRUST FUNDS WITH NH/PDIP

<u>ACC'NT #</u>	<u>PURPOSE</u>	<u>DEC 2006</u>	<u>DEC 2007</u>
NH-005	Water Main Trust	\$293,955	\$327,154
NH-007	Generator & Pumps	688	723
NH-0026	Security Improvements	5,267	5,535
NH-0028	Backflow/ Meter Replacement	7,735	8,128
NH-0030	A.P. Storage Tank & Booster Station	32,042	75,060
NH-0031	Office Equipment	2,567	5,194
NH-0032	Filter Media	5,340	104
NH-0033	Inventory Hardware	3,291	18,392
NH-0034	Communications Systems	5,340	5,612
NH-0035	Well Decommissioning	15,757	37,574
NH-0036	Well Renovation	20,777	21,302
NH-0038	Vehicle Replacement	0	5,712
		\$392,759	\$509,842



## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

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### ***INDEPENDENT AUDITOR'S COMMUNICATION OF CONTROL DEFICIENCIES AND OTHER MATTERS***

To the Members of the Board of Commissioners  
Village District of Eastman  
Grantham, New Hampshire

In planning and reporting our audit of the financial statements of the Village District of Eastman (the District), as of and for the fiscal year ended December 31, 2006, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of management, the board of commissioners, others within the organization, and state agencies, and is not intended to be and should not be used by anyone other than these specified parties.

September 24, 2007

*Plodzik & Sanderson  
Professional Association*



**VILLAGE DISTRICT OF EASTMAN**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED DECEMBER 31, 2006**

**2-D Capital Assets**

	Balance, Beginning	Changes	Balance, Ending
Capital assets, not being depreciated			
Land	\$ 161,562	\$ -	\$ 161,562
Construction in progress	891,720	1,467,175	2,358,895
Total capital assets, not being depreciated	<u>1,053,282</u>	<u>1,467,175</u>	<u>2,520,457</u>
Capital assets, being depreciated:			
Buildings and system:			
Dug wells	176,479	-	176,479
Mains and easements	991,089	2,158	993,247
Service connections	183,611	2,349	185,960
Meters (installed)	123,290	54,578	177,868
Building (non-utility)	53,206	-	53,206
Snow Hill storage tank	720,527	-	720,527
Hilltop tank	50,707	-	50,707
Treatment/filtration building	1,070,730	-	1,070,730
Total buildings and system	<u>3,369,639</u>	<u>59,085</u>	<u>3,428,724</u>
Machinery and equipment:			
Pumping equipment	42,742	-	42,742
Vehicles and work equipment	115,223	-	115,223
Office equipment	6,494	1,818	8,312
Specialized tools	2,715	-	2,715
Generators	20,025	-	20,025
Total machinery and equipment	<u>187,199</u>	<u>1,818</u>	<u>189,017</u>
Total capital assets being depreciated	<u>3,556,838</u>	<u>60,903</u>	<u>3,617,741</u>
Less accumulated depreciation for:			
Buildings and system	(1,166,526)	(96,590)	(1,263,116)
Machinery and equipment	(104,306)	(12,991)	(117,297)
Total accumulated depreciation	<u>(1,270,832)</u>	<u>(109,581)</u>	<u>(1,380,413)</u>
Total capital assets, being depreciated, net	<u>2,286,006</u>	<u>(48,678)</u>	<u>2,237,328</u>
Total capital assets, net	<u>\$ 3,339,288</u>	<u>\$ 1,418,497</u>	<u>\$ 4,757,785</u>

**2-E Long-Term Debt**

The following is a summary of the District's long-term debt transactions for the fiscal year ended December 31, 2006:

	General Obligation Notes Payable
Balance, beginning of year	\$ 900,100
Issued	1,330,200
Retired	(97,000)
Balance, end of year	<u>\$ 2,133,300</u>

## VILLAGE DISTRICT OF EASTMAN, EPA NO 0951010 - WATER QUALITY REPORT-2008

**What is the water quality of my drinking water?** We are pleased to report that the District's drinking water meets federal and state requirements. We will continue to work on your behalf in order to provide you with drinking water of the finest quality.

**What is the source of my water?** The source is ground water, not under the influence of surface water, from the District's well field located in the Springfield section of Eastman. A Dug Wellfield (Source#1), a new Bed Rock Well (Source#5) and a replacement Gravel Packed Well (Source#6) provides the water supply.

**Why are contaminants in my water?** Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the US Environmental Protection Agency's Safe Drinking Water Hotline (1-800-426-4791).

**How can I get involved?** For more information, please contact the District Manager, James Donison, at 603-863-6512, or visit our website at [www.eastmanh2o.org](http://www.eastmanh2o.org). You are invited to attend the regularly scheduled Commissioner's Meetings which are held at the District Office, 31 Draper Road, Grantham at 9:00 AM on the third Wednesday of the month.

**Other information:** The District uses a Greensand and anthracite filtration process to remove discoloring and distasteful iron and manganese oxides, and other materials, from the water supply. The finished water is treated to maintain pH in the range of 8.0 to minimize corrosion, and a free available chlorine level of about 1.0 ppm for disinfection control. At present, the water system serves 1318 customer residences and businesses.

**Do I need to take special precautions?** Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons, such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

### Definitions:

**MCLG:** Maximum Contaminant Level Goal, or the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

**MCL:** Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. They are set as close to the MCLGs as feasible using the best available treatment technology.

**AL:** Action Level, or the concentration of a contaminant which, when exceeded, triggers treatment or other requirements which a water system must follow.

**MRDLG:** Maximum residual disinfectant level goal or the level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLG's do not reflect the benefits of the use of disinfectants to control microbial contaminants.

**MRDL:** Maximum Residual Disinfectant Level or the highest level of a disinfectant allowed in drinking water. There is convincing evidence that the addition of a disinfectant is necessary for control of microbial contaminants.

**Abbreviations:** ppm: parts per million; ppb: parts per billion; pCi/L: pico curies per liter

**Sample Dates:** The results for detected contaminants listed below are from the most recent monitoring done

in compliance with regulations ending with the year 2007. Results prior to 2006 will include the date the sample was taken.

DETECTED WATER QUALITY RESULTS					
Contaminant (Unit	Level Detected Violation Yes or No	MCL	MCLG	Likely Source of Contamination	
Radon (pCi/L)	871 7/3/03 NO	None	0	Erosion of natural deposits	
Alpha-Emitters Gross Alpha (pCi/L)	1.6 NO	15	0	Erosion of natural deposits	
Uranium (ug/L)	2 NO	30	0	Erosion of natural deposits	
Combined Radium (pCi/L)	0.5 NO	5	0	Erosion of natural deposits	
Inorganic Contaminants					
Barium (ppm)	0.02  NO	2	2	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits	
Copper (ppm)	10 Samples Number of Samples Above AL Was 0 NO	AL=1.3	1.3	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives	
Fluoride (ppm)	1.5  NO	4	4	Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer and aluminum factories	
Lead (ppb)	10 Samples taken, None Above AL NO	AL=15	0	Corrosion of household plumbing systems, erosion of natural deposits	
Volatile Organic Contaminants					
Haloacetic Acids (ppb)	15 NO	60	N/A	By-product of drinking water disinfection	
TTHM (Total of Bromodichloromethane Bromoform Dibromomethane Chloroform) (ppb)	23  NO	80	N/A	By-product of drinking water chlorination	



### **Description of Drinking Water Contaminants:**

**Radon:** Radon is a radioactive gas that you can't see, taste or smell. It can move up through the ground and into a home through cracks and holes in the foundation. Radon can also get into indoor air when released from tap water from showering, washing dishes, and other household activities. It is a known human carcinogen. Breathing radon can lead to lung cancer. Drinking water containing radon may cause an increased risk of stomach cancer. Presently EPA is reviewing a standard for radon in water.

**The sources of drinking water** (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include:

**Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

**Inorganic contaminants**, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming,

**Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

**Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.

**Radioactive contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

**In order to ensure that tap water is safe to drink**, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. The United States Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

### **Source Water Assessment Summary:**

The NH Department of Environmental Services has prepared a Source Water Assessment Report for the source serving this community water system, assessing the sources' vulnerability to contamination. The results of the assessment, prepared on 9/23/03, are as follows:

**Source #1, Dug Wellfield**, received **1** high susceptibility ratings, **1** medium susceptibility ratings, and **10** low susceptibility ratings in **12** Susceptibility Factors evaluated.

The **High** factor was the result of high density of septic systems (30 or more) within the Well Head Protection Area for this source.

The **Medium** factor was the result of ten, or fewer, man made contaminants within 1000 feet of this source.

Source assessments of the two new sources (Bed Rock Well; Source #5 and Gravel Packed Well; Source #6) are expected to be conducted in 2008 and reported in the next Source Water Assessment Summary.

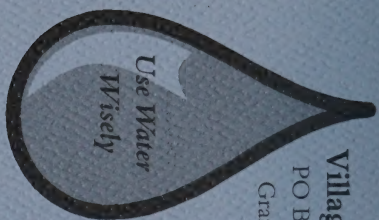
The complete Assessment Report is available for review at the Village District of Eastman office. For more information call James Donison at 603-863-6512 or visit NH Department of Environmental Services Drinking Water Source Water Assessment Program web site at [www.des.state.nh.us/dwspp](http://www.des.state.nh.us/dwspp).



**Village District of Eastman**

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